

## ADMINISTRATIVE INTERNAL USE ONLY

16 July 1985

MEMORANDUM FOR: Acting Director, Foreign Broadcast Information Service

FROM:

Chief, Administrative Staff, FBIS

SUBJECT: Request for 4 Months Leave Without Pay -

1. Paragraph 3 requests your approval.

2. [redacted] GS-05, is assigned to FBIS' Production Group, Joint Publications Research Service. She has requested 4 months leave without pay to return to South Carolina and help care for her mother. Her last working day was 15 June 1985; she plans to use the remainder of her annual leave before taking LWOP.

3. I recommend you approve her request for LWOP to provide for her continuity of service with the Agency.

APPROVED:

Acting Director, Foreign Broadcast Information Service

17 JUL 1985

Date \_\_\_\_\_

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STAT SUBJECT: Request for 4 Months Leave Without Pay - [REDACTED]

STAT DDS&T/FBIS/ADMIN/P&TB [REDACTED] (10Ju185)

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STAT 1 - [REDACTED] File